

MINUTES
PERSONNEL COMMITTEE

Tuesday, March 11, 2014

City Hall, Room 207

5:30 p.m.

Members Present: Ald. Andy Nicholson, Ald. Amy Kocha, Ald. Thomas Sladek, Ald. Thomas DeWane

Others Present: Ald. Moore, Lynn Boland, Tony Wachewicz, David Litton, Steve Grenier, Tom Molitor, Dawn Foeller, Melanie Falk and others.

1. Roll Call.

2. Adoption of the Agenda.

A motion to amend the agenda by taking item 8 after item 3 was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried unanimously.

A motion to approve the amended agenda was made by Ald. DeWane, seconded by Ald. Kocha. Motion carried unanimously.

3. Approval of the minutes of the meeting of February 25, 2014.

A motion to approve the minutes of the meeting of February 25, 2014 was made by Ald. Sladek, seconded by Ald. Kocha. Motion carried unanimously.

4. Request by Ald. Nicholson for an updated report on the Hook and Ladder Program.

Atty. Wachewicz reported the grievance filed by the Fire union on the Hook and Ladder program, was appealed to the WERC and a hearing was set for last November. The hearing was delayed at the request of the Fire union and discussions were held on possible settlement proposals. Those discussions have fallen off and the WERC has been contacted and an arbitration hearing has been tentatively set for June 4, 2014.

Ald. Nicholson inquired if the department had conducted twenty-five calls yet. Chief Litton replied that twenty-two calls have been completed. Ald. Nicholson recalled the program would be brought back to Personnel Committee following completion of twenty-five calls. Atty. Wachewicz agreed. Ald. Nicholson inquired if the Chief had any other updates regarding the calls. Chief Litton had nothing further to report on the calls other than what was previously reported. Chief Litton went on to say the department has only received positive comments about the program from the citizens they are serving. Ald. Nicholson asked why the City was going to arbitration before the completion of twenty-five calls. Atty. Wachewicz stated the grievance was appealed and must be disposed of in some form with the WERC and from the City's perspective it's a management rights

issue. The resolution of the grievance has to continue regardless of the number of completed calls. Director Boland stated there is an underlying issue regarding whether management had the right to assign the work, and that issue still needs to be resolved. The City's perspective is that the contract was not violated, but the union's position is that we violated our management rights. Ald. Nicholson thought there was an agreement that the union was holding off on the grievance until twenty-five calls were completed. Atty. Wachewicz did not recall that agreement, but thought there was a review of the program after twenty-five calls. Ald. DeWane asked why it was taking so long to reach twenty-five calls. Chief Litton stated Bellin sends in the requests. Ald. Kocha recalled the committee asked staff to review the program after twenty-five calls and the grievance was unrelated to the dispute between the union and management. Ald. Sladek recalled similar discussions.

A motion to receive and place on file the update on the hook and ladder program was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried unanimously.

5. Request to fill the following positions and all subsequent vacancies resulting from internal transfers.
 - a. Clerk Typist III – Police
 - b. Engineering Tech (2 positions) – Public Works/Engineering Division

A motion to approve the request to fill 5a and 5b and all subsequent vacancies resulting from internal transfers was made by Ald. DeWane, seconded by Ald. Kocha. Motion carried unanimously.

6. Request by Ald. Moore for a report by Human Resources on the vacant positions in Engineering and a plan to hire and maintain minimum turnover in Engineering including a report on pay structures between the City, neighboring or similar size municipalities and the private sector.
 - a. Review report.

Director Boland stated Ald. Moore requested staff look at the Engineering staffing and to report back on the type of turnover the department has been experiencing. The City employs 4-Civil Engineers in the project and development area and there has been 100% turnover in the last 4-6 months. One vacancy was due to an internal promotion, but the other employees left for other reasons; two left to take higher paying jobs and one for personal reasons. A review of the salaries in the area shows the City's salary range for Civil Engineer I's and II's lags the market by 16% or more, especially for engineers with experience. After several discussions and review of the positions and salary structure with staff, our recommendation is to bring in an outside consultant to look at the engineering occupational job series and propose a series that would offer multiple levels of engineers in order to provide advancement opportunities within the City. Director Boland met with and is recommending Carlson Dettman Consulting to conduct the study at a

cost of \$10,000. The study would be completed by the end of May. Director Boland recommends approval of interim hiring rates for the vacant Civil Engineer positions in the meantime which will be brought back at a future meeting. Two positions have been filled with recent grads with limited experience and the department would like the option of filling the two vacant positions with more experienced individuals.

Ald. DeWane questioned the use of an outside consultant and felt the study could be completed in-house. Director Boland said the study could be completed in-house, however there are individuals who are professionals in this area and that's all they do. Due to the competitive nature of the engineers, and the turnover the City has experienced, it is recommended that a professional compensation and classification consultant come in to review and establish a series and career ladders the City could utilize for these positions. Ald. DeWane questioned why the City needs to go back to the consultant. Director Boland stated the consultant is being utilized for training staff on the process they use for classifying positions. This study would be different; it would develop a job series for engineers that include the technical level, the aides and technical level grads, and the professional level engineers. The consultant is a professional in this area and has resources and contacts available to them that we don't.

Ald. Kocha asked Director Grenier to weigh-in on this issue. Director Grenier stated the expertise the consultant brings is an understanding of the engineering industry and the contacts in both the private and public sector in order to do the comparison and contrast between the two different environments. Director Grenier stated we also hope to get a comprehensive review of our structure and the ability for advancement from the consultant. Right now, within the department, the opportunities for career advancement are limited. The consultant will also look at retention strategies beyond compensation. There are two ways to look at the issue we are currently going through; on the downside the recent turnover is impacting our ability to conduct business; on the plus side, is it's a compliment to the City that we are being viewed favorably in our ability to train and produce high quality engineers that other companies in the marketplace find attractive.

Ald. Moore stated Public Works and Parks have been working together and sharing engineering. Bay Beach has the west end shelter, the new parking lot, re-routing railroad tracks and other work going on. Those projects are funded mainly through donations and people who donate money want to see results. Then there are other projects, like the Hotel Northland and the avenue project that have to be done. There a number of projects going on in the City that require a great deal of attention from the engineers and not having the proper staff, things like capital improvements that are bonded for, are getting pushed out a year or two years before the projects are being taken care of. Ultimately, \$10,000 plus mileage and travel, if we can fill these positions and keep them, this will pay for itself. Ald. Moore stated the City needs to retain the engineers once they are hired. If it was just a matter of

offering more money to attract someone, the City could do that without the study being done, but to retain and have the individual commit to the City, the study needs to be done.

A motion to receive and place the report on file was made by Ald. DeWane, seconded by Ald. Kocha. Motion carried unanimously.

- b. Recommendation to authorize Human Resources Director to contract with Carlson Dettman Consulting to conduct a classification and compensation study of the engineering occupational job series at a cost of \$10,000 plus expenses.

A motion to authorize Human Resources Director to contract with Carlson Dettman Consulting to conduct a classification and compensation study of the engineering occupational job series at a cost of \$10,000 including expenses was made by Ald. DeWane, seconded by Ald. Kocha. Motion carried unanimously.

- 7. Request by Ald. Moore, to discuss with possible action, delaying the October 1, 2014 2% general salary increase for newly hired employees until they have been employed for 6-months or consider other options.

Ald. Moore brought this request forward because after working in the private sector he feels there is more incentive for newly hired people if they see a raise in the future to work harder and commit themselves to the company. If an employee has only been with a company for a month or so and is given a raise, there is not as much incentive to commit. Ald. DeWane asked how long the probationary period is. Director Boland stated the probationary period is twelve months, but employees on the administrative salary schedule are eligible for step increases at 6-months, 18-months, and 30-months of employment. If the City were to delay the 2% general increases for new employees, it would be complicated from an administrative and payroll perspective as the City would be required to maintain duplicate schedules. Director Boland suggests modifying the policy to require a written performance review before a step increase can be given; then the step increase would no longer be automatic, but would make the employee eligible for a step increase. This would apply to step increases only, not to the general 2% salary increases.

Ald. Moore agreed with this approach. Ald. Kocha inquired how this would be addressed for non-administrative employees. Director Boland stated the rates for the union positions have already been negotiated for 2014 and future changes would have to be negotiated. Ald. Kocha then asked how the department heads felt about this type of policy and whether it would be overly burdensome. Director Boland sent information to the department heads in February about modifying the policy, but hasn't received any feedback. Ald. DeWane would like more time to review the recommendation and requested to hold this item for two weeks.

A motion to hold the request by Ald. Moore until the next Personnel Committee meeting was made by Ald. DeWane and seconded by Ald. Sladek. Motion carried unanimously.

8. Request by Ald. Kocha, to discuss with possible action, the issue of revising the overtime payment policy, as it relates to the current requirement for employees to actually work 40-hours per week before overtime is paid.

Director Boland gave a brief overview of the current and previous provisions for the calculation of overtime, the percentage of annual overtime worked by non-exempt general municipal employees and the annual overtime costs for the past 5-years, and a general survey of how overtime is calculated in other jurisdictions.

Ald. Kocha thanked staff for bringing forward a comprehensive analysis, but asked if the committee could hold this item for one more meeting for further review.

A motion to hold the request by Ald. Kocha until the next Personnel Committee meeting was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried unanimously.

9. Report on Police Department out of state travel request.

Director Boland reported the Police Department requested emergency authorization for out-of-state travel to send Officer Fred Laitinen to a 6-week canine training program in Albuquerque, New Mexico after the department received a grant to purchase a bomb/patrol dog. In accordance with policy, authorization was received from the Mayor, President of the Council and Chair of the Personnel Committee.

A motion to receive and place on file the report on Police Department out of state travel request was made by Ald. DeWane, seconded by Ald. Sladek. Motion carried unanimously.

10. Report of Routine Personnel Actions for regular employees.

A motion to receive and place on file the report of Routine Personnel Actions for regular employees was made by Ald. Sladek, seconded by Ald. Kocha, motion carried unanimously.

There being no further business, a motion to adjourn was made by Ald. DeWane and seconded by Ald. Kocha at 6:10 p.m. Motion carried 4-0.

Respectfully submitted,
Peggy Barden
Recording Secretary